



Senior Leadership Team Summary Notes
April 12, 2010

Members Present: Gena Proulx, Julie Falconer for Dwayne Cable, Joyce Coleman, Betsy Oudenhoven, Linda Uzureau, Ryan Smith, Frank Zeller

Guests Present: Jeff Heap and Judy Bucciferro

Meeting Recorder: Joan Tierney

AGENDA ITEM	DISCUSSION	OUTCOME
<u>Academic Affairs</u>	<i>Academic calendar</i> —Two options for the 2011-2012 academic calendar were presented to SLT. Discussion ensued on the current three summer sessions versus a recommendation to change to two summer sessions in 2012. A study needs to be done on the summer session recommendations to make sure that the needs of our students will be met if we decide to go to two summer sessions. The academic calendar committee recommends Draft B of the calendar. The pinning ceremony for nurses was discussed and VP of academic affairs will check with M. Nash regarding holding a pinning ceremony in December and then attending graduation in May.	VP student services and the new VP academic affairs will work together to study our demographics to see the break down of high school students and reverse student transfers enrolled in our summer sessions for further recommendation on summer sessions.
<u>Administrative Services</u>	<i>Budget update</i> ---SLT was updated on the current budget status. Further discussion was held on the recommended new staffing positions to the Board. <i>Procedures review</i> ---Two procedures were reviewed by SLT: paper usage and contract authorization process.	The budget is now balanced and new staffing positions will be discussed with the Board at the April Board meeting. SLT was in agreement with the procedures presented.
<u>Human Resources</u>	<i>Union updates</i> —SLT was updated on union negotiations.	Information.

<p><u>Student Development</u></p>	<p><i>Request for Travel</i>—SLT members reviewed a travel request with the recommendation to approve this request as it was needed for the job.</p> <p><i>Summer closing questions</i>---Several questions have been surfacing regarding the Friday, Saturday, and Sunday closings this summer. SLT reviewed the questions and the human resources director will be putting together a document to answer most of these questions.</p> <p><i>International students</i>---JJC and Lewis University discussed international students attending classes at JJC. The number of students is uncertain but it could be as many as 20. These students would be attending classes for English language instruction at JJC. Concerns were discussed regarding supporting these students.</p>	<p>The travel request was approved.</p> <p>A Q&A sheet will be developed and discussed at administrative council. This information will be sent to employees via email by the HRO department.</p> <p>Information</p>
<p><u>Institutional Effectiveness</u></p>	<p><i>Campus naming</i>---The committee is working with Gilbane on a system to designate names for spaces and buildings.</p> <p><i>Marketing sponsorships</i>---The marketing sponsorship list from last year was reviewed with SLT. A survey of other community colleges was done to see what their process was in granting sponsorships and we found that most community colleges do not have a process, rather it is done on a case by case basis.</p>	<p>When complete recommendations will be brought to SLT and then to the Buildings and Grounds committee.</p> <p>VP institutional effectiveness will review sponsorships from two years back and report the information to SLT at a future meeting.</p>
<p><u>Miscellaneous</u></p>	<p><i>Board agenda</i>—The agenda for the April 13, 2010 Board meeting was reviewed.</p>	<p>Discussion</p>